

83A.085 Office of city clerk required, except in city of first class -- Duties -- Combination with other nonelected city office -- Information on city and officials to Department for Local Government.

- (1) Each city, except a city of the first class, shall establish the office of city clerk.
- (2) The office of city clerk may be combined with any other nonelected city office by inclusion of the title and duties of the office in the ordinance establishing the office of city clerk.
- (3) The duties and responsibilities of the clerk shall include but not be limited to the following:
 - (a) Maintenance and safekeeping of the permanent records of the city;
 - (b) Performance of the duties required of the "official custodian" or "custodian" in accordance with KRS 61.870 to 61.882;
 - (c) Possession of the seal of the city if used;
 - (d) No later than January 31 of each year, mail or electronically submit to the Department for Local Government a list containing current city information including but not limited to the following:
 1. The correct name, telephone number, and electronic mail address of the mayor, legislative body members, and the correct name, telephone number, and electronic mail address for the city's appointed officials or employees who are serving in the following roles or substantially similar roles as of January 1 of each year:
 - a. City clerk;
 - b. City treasurer or chief financial officer;
 - c. City manager or administrator;
 - d. City attorney;
 - e. Human resources director;
 - f. Police chief;
 - g. Fire chief;
 - h. Public works director;
 - i. Risk manager;
 - j. Information technology manager;
 - k. Public relations or communications officer; and
 - l. Planning and zoning administrator.
 2. The correct name of the city, mailing address for city hall, and telephone number of city hall; and
 3. The name and telephone number of either an elected or appointed official to serve as a contact person that may be reached during normal business hours of 8 a.m. to 4:30 p.m.;
 - (e) Performance of all other duties and responsibilities required of the city clerk by statute or ordinance; and

- (f) Once the information required to be reported under paragraph (d) of this subsection is compiled by the Department for Local Government, the department shall forward one (1) electronic copy of the compiled information to the Legislative Research Commission.

Effective: July 14, 2018

History: Amended 2018 Ky. Acts ch. 47, sec. 1, effective July 14, 2018. -- Amended 2010 Ky. Acts ch. 117, sec. 67, effective July 15, 2010. -- Amended 2007 Ky. Acts ch. 47, sec. 61, effective June 26, 2007. -- Amended 1998 Ky. Acts ch. 69, sec. 45, effective July 15, 1998. -- Amended 1990 Ky. Acts ch. 51, sec. 1, effective July 13, 1990. -- Created 1982 Ky. Acts ch. 302, sec. 1, effective July 15, 1982.